



City of Alameda • California

July 13, 2011

Dear President Hartigan and Members of the Library Board,

This letter is to bring you up to date on activities during the month of June, and to look forward to some of the projects which will be coming up.

Last month the Library Board requested a tour of the Main Library. Please plan to arrive at the Library at 5:30 p.m. so we can take a brief tour. We will meet in the Administrative Conference Room and go from there. The regular Library Board meeting should start at 6:00 p.m. as posted on the agenda.

Library Services Reports: (Consent Agenda). The May Activity Report is included in your Board Packet.

A random check in June of the computer workstations at the Main Library found one Internet workstation on the second floor, two Internet workstations and one print station on the first floor out of service.

Main Library Update. This has been a very difficult month. The constantly changing budget preparations for the City Council budget meeting, and the unknown status regarding the layoff of employees in other departments possibly bumping of two of the library employees has been difficult. As of this writing, Executive Assistant Marsha Merrick will be a casualty of the budget and it is not yet known which Executive Assistant in the City will land at the Library. There may be more information available by the July 13 Library Board meeting.

Hurray! The Library is on solar power! Inspections were completed by the Community Development Department and Alameda Municipal Power (AMP) during the week of June 20. The bi-directional meter was installed and inspected on June 24 which was the day they flipped the switch and the Library began solar power generation. Sun Light & Power has completed the installation of the system and are now working with AMP on the information content for the kiosk. AMP has indicated a delay in the delivery of the kiosk to Alameda from the manufacturer in Arizona. Current expectations are for the kiosk to be delivered to AMP in early August and installed in the Library by mid-August. Sun Light and Power has scheduled the full commissioning of the system on July 13. This means is they will be testing all aspects of system performance, and get the monitoring on line and ready, to feed the kiosk as soon as it's ready.

The status of the request to the Public Works Department regarding a list of items that they maintain for the library buildings is currently unknown. The expectation is to have the list completed by mid-July.

Green Thumbs, Green Minds is the name for the program the Library has established with Ploughshares Nursery. For the past year Ploughshares has been presenting monthly gardening programs at the Main Library and was a great resource for Librarian Joel Butler in starting the new

Seed and Tool Lending Library. Unfortunately, Ploughshares needs to recall their staff to do fewer outreach programs off-site and will have to discontinue coming to the library to offer programs. They will continue to work with Joel and the Library. There was a wonderful article about the Seed and Tool Lending Library in the July 8 Alameda Journal, which is included in the Board Packet.

Technology Services Librarian Marlon Romero has begun offering "Self Paced Computer Classes" on Sunday afternoons. These are basic courses, Mouse & Keyboard exercises, and Computer Foundations both beginner and intermediate. Individuals must bring their own headsets but no registration is required. The program began in late May and now Marlon reports that about 14 people regularly work on their computer skills each Sunday. Learners from Alameda Reads are also encouraged to take advantage of the self-paced computer classes.

Neighborhood Libraries Improvement Project (NLIP). I have not received any new information from Project Manager Laurie Kozisek however I have heard from the Finance Department. Finance Department Accountant Carrie Dole reports that as of June 15 the Measure O fund has a remaining balance of \$780,910. This is after an \$87,096 transfer out to pay for engineering. The Finance Department is busy closing out the FY10/11 and opening FY11/12 so they have not had time to work on a final accounting on the NLIP. This will be produced as soon as is practical. In the meantime, Controller Fred Marsh confirmed that he believes that the purchase of a new ILS is a qualifying capital improvement to the library system, per the language in the Bond Trustee and the Official Bond Document.

The light fixture, which is askew, on the northeast corner of the West End Library is on the fix-it list for the Public Works Maintenance Department. I do not know how quickly it will rise to the top as they have a newly reduced workforce. Maintenance did look at the bulbs in the east side fixtures since the Library staff could not reach them. The light bulbs in the fixtures on that side of the building are "bright" because they are "old-fashioned" filament bulbs, they are oversized and they only come in one level of brightness. The alternative to achieving the same level of lighting on the Santa Clara and Eighth Street sides is for both sides to have a bright light rather than the soft lighting.

Pending the outcome of the lay-off bumping, the banner sign posts will be installed at the West End Library.

California State Budget Reductions to Public Libraries. The Governor received a budget from the Legislature but chose to veto that budget and he also vetoed the accompanying budget bills, most notably SB 69 which contained the minimum level Library Funding that was recommended by the joint Budget Compromise Committee. There was still some hope that library funding would be saved as there was still no signed State Budget. On June 30 the Governor signed the "Plan C" Budget which contains the minimum recommended funding for libraries but it is contingent on the revenue "trigger bills." The gist of it all is AB 121 - AKA the Trigger Bill requires that the State receive over \$87M in forecasted revenue. On December 15, 2011, if the revenue forecast turns out to be less than \$87,452,500,000 then there will be several programs that will be reduced. There are a total of 13 listed for this first trigger and 5 are programs in the State Library. These are:

*California Civil Liberties Public Education Program (\$450,000)

*California Newspaper Project (\$216,000)

- *California Library Services Act (\$8,500,000)
- *California Library Literacy Services (\$3,700,000)
- *Public Library Fund (\$3,000,000)

This will affect the grant received by David Hall from the California Civil Liberties Public Education Program for the Alameda Japanese American Internee Experience (\$19,550) which will be part of our digital storytelling program, and the Alameda Free Library's share of the PLF, funding for our cooperative & grant opportunities, and all the operating funds for Alameda Reads. I have just verified that there will be no local assistance from the State Library until Jan. 1. If the revenue projections are met then funds will be released to the local level after January 12. I have already spoken with the Library Foundation and the Friends of the Library regarding the possibility of providing funding, or just bridge funding, for Alameda Reads if the State funds are not available. The digital storytelling program received some funds already and David is prepared not to spend more than already received or to seek other funding sources. Stay tuned.

City Budget. The City adopted a balanced budget on June 28. The new reduced operating hours and meeting room fees will go into effect on July 1. Staff is busy making sure bookmarks with the new hours are available and we are tweaking the schedule as we find the need. The first week of the new schedule is a short week with the Fourth of July Holiday so the full impact of the new schedule is not yet known. The most difficult part of the budget this year is the lay-offs occurring in other city departments and waiting to find out if any library staff will be displaced as a result. It appears that at the very least, Executive Assistant Marsha Merrick will be let go and another Executive Assistant will come to the library. Marsha will not be at the July Board Meeting, if she does attend it will be as a member of the public. The new EA will not have started yet and you will meet her at the September meeting.

The City has again changed the divisions within the library for the budget. For the past two years the divisions were Administration, Circulation, Technical Services, Adult Services, Childrens Services, Branch Services, Literacy, and Operating (Memorial) Fund. This was very confusing since expenditures came from various divisions but were technically the same type of item. Invoices were paid centrally but had to be divvied up among the different divisions. This year we are trying to simplify a bit. The divisions are now: Administration, Main Library Operations, Branch Services, Adult Literacy, and Memorial Fund Operational Support. In the end, the Library took a reduction of \$153,000 (7%). Finance has not yet opened the books on the new fiscal year but hopes to have everything set up by July 15.

Library Foundation. The Library Foundation has a full Board. The members are: Carol Robie, educator, Co-President; Jan Greene, freelance writer & Patch contributor, Co-President; Seamus Wilmot, Treasurer; Jennifer Cheng, Secretary; Eileen Bitten; Sue Colberg; David Dierking; Luzanne Engh; Marlene Grcevich; Mike Janvier; Marc Lambert; Kit Land; Stephanie Lipow; Jessica Mann; Marilyn Marchi; Billy Reinschmeidt; Eileen Savel; and Katrina Twaddell. They spent some time at the meeting signing up for committees and/or work tasks. I am looking forward to working with this enthusiastic group of library supporters.

The Foundation is working on updating the Naming Opportunities brochure to have available at the July 17 Meals on Wheels fundraising event at Rock Wall Winery and finalizing the details for the Live @ the Library concert series.

The next Foundation meeting will be on Monday, July 18 in the Family Study Room at 7:00 p.m.

Friends of the Library. The Friends are considering a new fundraising venture, a “Dewey’s Café Recipe Book.” They are soliciting a volunteer from their membership to help coordinate the project. Apparently there are companies that will take the submitted recipes and pull it together with historical or antidotal information about the organization and prepare & publish the book. The Friends hope to sell it at the Café and possibly at the book sale.

There is a member of the Friends who has created an online component to the book sale. This is completely separate from the Book Sale Committee duties. The Friends have already sold materials online and have profited about \$200.

The Friends have also selected, by consensus, the language for the donor appreciation plaques to be located at the two neighborhood libraries and will forward their choice of wording to the Library Foundation.

The next Friends meeting will be on Monday, August 15 in Stafford Room B at 7:30 p.m.

Alameda Reads. New Literacy Director Sue Mark continues to meet with all of the learner/tutor pairs. She is enjoying meeting the learners and tutors and hearing how each of the pairs has built their learning relationship. Learners have described how they would be lost without their tutors. Many learners have revealed the challenges they faced prior to joining Alameda Reads, such as the inability to read street signs, help their kids with their homework or fill out job application forms. One older learner, who never went to school and taught himself the ABCs as an adult, told Sue, “As long as I’m learning, I’m feeling good.” He has been able to pass his driver’s test to get a license through the support of his tutor. Another learner explained to Sue that, because his tutor helps him with his long term goals in a non-pressured way, he is able to do more for himself independently and can now read work-related journals and the Bible.

Sue is planning to start a tutor and learner mentor program that will support new members of the program, conduct more outreach to the community to locate reach more prospective learners and recruit more tutors. Sue has also researched and purchased many new materials for the program with a strong life-skills focus: how to develop short-term and long-term goals; how to cope with stress; and how to practice everyday math.

Draft Art Donation Policy. The Art Display Committee is not ready to bring the second draft of the Art Donation Policy forward.

Activities and Events.

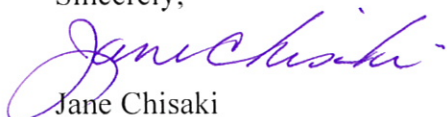
June 26- July 30 Bamboo and Natural Materials Art Exhibit

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| July 1 | Friday Flicks for Teens: Sisterhood of the Traveling Pants. 2:30 p.m. Main Library, Stafford Room |
| July 3 | Self-Paced Computer Classes. 1:00 p.m. Main Library, Computer Lab (Every Sunday) |

- July 5 Adult Summer Film Festival: James Cameron's Avatar. 5:00 p.m. Main Library, Stafford Room
- July 7 Creative Cupcakes (Tweens). 2:00 p.m. Main Library, Felker Programming Room
- July 7 Armchair Travel: Brazil. 7:00 p.m. West End Library
- July 9 Spanish Sing-Along. 10:30 a.m. West End Library (also July 23)
- July 9 Green Thumbs, Green Minds: Plant Propagation. 2:00 p.m. Main Library, Patio area
- July 11 Intermediate Book Club. 3:30 p.m. Main Library, Felker Programming Room
- July 11 Alameda Library Book Club. 6:30 p.m. Main Library, Family Study Room
- July 12 Alameda Great Books Club. 7:00 p.m. Main Library, Family Study Room
- July 13 Alameda Free Library Board Meeting. 6:00 p.m. Main Library, Administrative Conference Room. Arrive at 5:30 p.m. for Library Tour
- July 14 Karen Quest: Cowgirl Tricks. 2:00 p.m. Main Library, Stafford Room
- July 18 Advanced Book Club. 3:30 p.m. Main Library, Felker Programming Room
- July 18 Library Foundation Meeting. 7:00 p.m. Main Library, Family Study Room
- July 19 Adult Summer Film Festival: Persepolis. 5:00 p.m. Main Library, Stafford Room
- July 21 Your Story: Meet the Author – YOU! 2:00 p.m. West End Library
- July 25 Web E-mailing. 1:00 p.m. Main Library, Computer Lab (daily through July 26)
- July 25 Beginning Book Club. 3:30 p.m. Bay Farm Island Library
- July 28 MoCHA Art Extravaganza. 2:00 p.m. Main Library, Felker Programming Room
- July 31 Last day to sign up for summer reading

If you have any questions about the items to be considered at the Board meeting, or if you would like to discuss these or any other items, please email me at jchisaki@ci.alameda.ca.us or give me a call at 747-7747. I look forward to seeing you on Wednesday evening.

Sincerely,



Jane Chisaki
Library Director